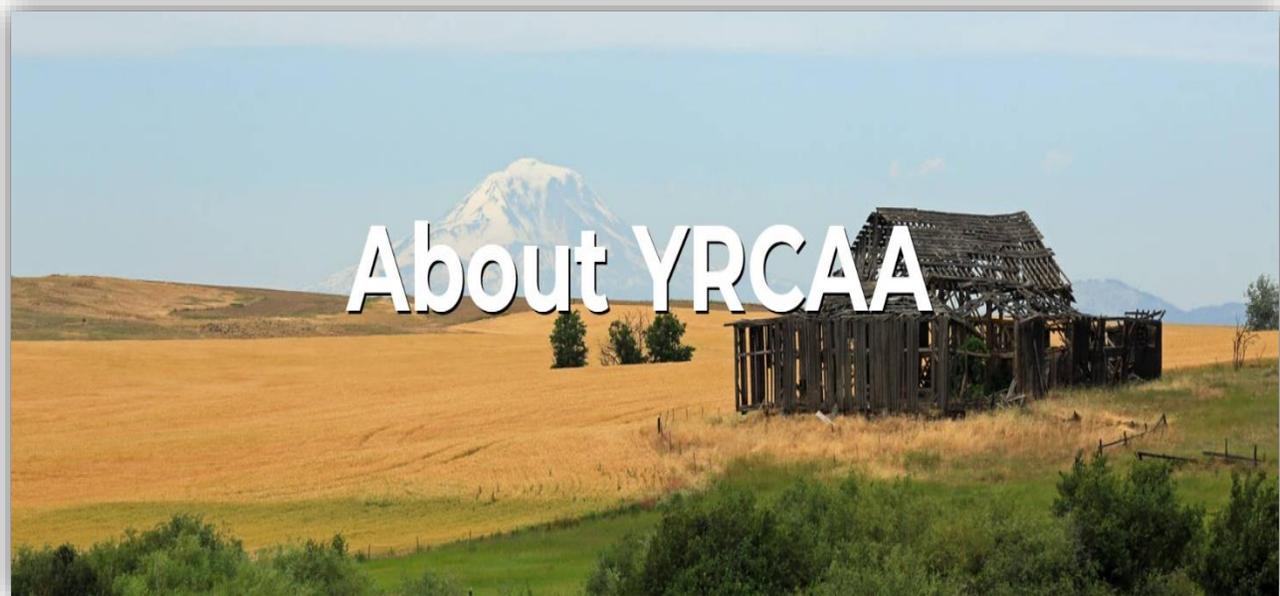




# EXECUTIVE DIRECTOR

## Job Announcement

Open Until Filled



Our mission is to protect the people and the environment of Yakima County from the effects of air pollution. The Yakima Regional Clean Air Agency is committed to achieving and maintaining healthful air quality throughout our jurisdiction. This is accomplished through a comprehensive program of planning, regulation, enforcement, technical innovation, and promotion of the understanding of air quality issues.

As part of our clean air strategy, we do the following:

- Adopt rules that limit pollution, issue permits to ensure compliance, and inspect pollution sources.
- Administer an Agricultural Burning Plan to preserve air quality in Yakima County, protect public health and safety, and to ensure agricultural burning, as may be necessary, continues in a safe, regulated fashion.

- Inventory and assess the health risks of toxic air emissions.
- Monitor the county's air quality with a variety of air quality monitoring stations.
- Prepare Clean Air Plans to identify how much pollution is in our air, where it comes from, and how to control it most effectively.
- Analyze the air quality impact of new businesses and land development projects.
- Respond to public complaints and inquiries.
- Work with other government agencies to ensure their decisions coordinate with good air quality programs.
- Help individuals and businesses understand and comply with federal, State, and local air pollution control laws.
- Inform the public about air quality conditions and health implications.
- Issue permits to build, alter, and operate equipment to companies under our jurisdiction that either cause, contribute to, or control air pollution.



The Yakima Air Quality Governing Board of Directors is comprised of five members. The Board establishes policy and approves new rules. The Board meets the 2nd Thursday of each month. The Executive Director represents and directs the agency daily and reports directly to the Board of Directors. The Executive Director also supervises the Executive Office Division. YRCAA Division Supervisors oversee the daily workings of the Engineering and Planning and Compliance and Monitoring Divisions.

The YRCAA governing Board of Directors consists of two representatives of the Yakima County Commissioners; one large city representative (usually a councilmember); one small city representative (elected by the City Selection committee); and one member-at-large (selected by the other four Board Members). Each Board Member selects an alternate who serves in their place, should they be unable to attend a Board Meeting. Board Meetings are traditionally held the second Thursday of each month. Special Board Meetings are scheduled as needed.



The YRCAA is delegated to enforce certain Federal Regulations, the Washington Clean Air Act, State Regulations and YRCAA Regulations, within the boundaries of Yakima County. This applies to all areas of Yakima County except for Yakama Indian Reservation lands, which are overseen by the Environmental Protection Agency, and fall under the Federal Air Rules for Reservations (FARR) regulations.

### **Position Summary**

Directs and oversees all activities of the Agency and serves as Chief Executive Officer to the Governing Board of Directors and Chief Financial Officer for the Agency. YRCAA has a staff size of approximately 11 employees. Develops annual budgets, acts as Auditing Officer, develops, and oversees a comprehensive air quality management program within the authority of state, federal and local laws and regulations.

Consults with and advises the Environmental Protection Agency (EPA), Department of Ecology and local and statewide Air Agency Department Heads and peers regarding best practices for minimizing air pollutants. Consults with and advises them of air pollution control emission requirements within the Federal and Washington State Clean Air Acts, regulations pursuant to the Acts, and YRCAA policies.



### **Essential Duties**

The Executive Director will determine scope, direction, and objectives of the YRCAA. Plans and organizes air pollution control program activities as directed by the Governing Board of Directors (BOD). The director will perform a full range of managerial oversight functions which includes authority over organizational structure budget, staffing levels, financial management, strategic planning, policy development, contract management, grants management, prioritization and allocation of resources, hires, performance management, terminations, and employee relations.

Develops and oversees implementation of annual budgets. Develops and administers pollutant-specific emission reduction plans. Coordinates a comprehensive air quality management program with state, federal, and local government agencies. Directs technical and regulatory policies of the Agency. Develops public relations and outreach programs to educate the public on air quality problems and corrective measures.

Represents the Agency at conferences and meetings.

Serves as chief executive officer and chief financial officer for the Agency.

The incumbent must be able to exercise a high degree of inventiveness, imagination, innovation and independent judgment to identify critical and non-critical issues, to develop and analyze options, and to make and implement decisions; creatively use analytical tools; solve problems in cooperation with other disciplines and entities; keep multi-task timelines coordinated; and work



with diverse groups/individuals to develop common ground around differing values and opinions. The incumbent must be adept at critically thinking through the stages and execution of plans, programs; must be able to directly and creatively manage resources to ensure priorities and commitments are kept. The director will work with the Board to understand vision and strategic policy direction. Assists the Board in developing and managing policy matters and issues, establishing, and maintaining effective relationships with elected officials, external agencies, other governmental agencies, the public, and community organizations. Gives technical engineering advice and assistance requiring a diversified knowledge of engineering principles and practices in broad areas of assignments and related fields

## Education / Experience / Knowledge / Skills / Abilities

### Education & Experience

Bachelor's Degree in Environmental, Legal, Public Administration, Engineering, Public Health or related field and at least six (6) years of experience in a director or other leadership role for an organization or a department within an organization, which includes experience with the development and management of grant programs and experience with contract management. Experience reporting to a Board.

### Required Knowledge

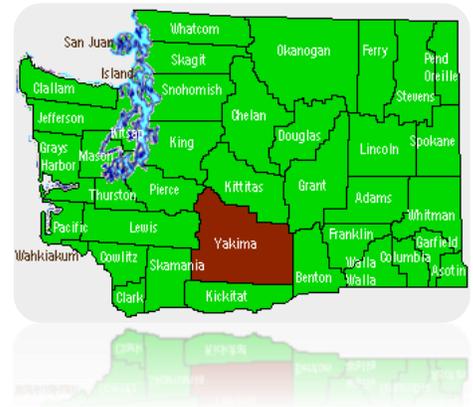
- Federal, state, and local laws and regulations specific to air pollution control;
- Basic engineering principles of industrial processes and various types of air pollution control devices and work practices;
- Supervisory procedures to manage a municipal corporation without direct supervision;
- Emission inventory principles;
- Land use, environmental and air quality laws and regulations; and
- Government accounting practices applicable to a municipal corporation.

### Skills and Abilities

- Effectively direct and manage administrative and professional staff;
- Work cooperatively and effectively with the Board of Directors;
- Communicate effectively with federal, state and local government agencies, industry and the general public;
- Interpret and apply state and federal air quality laws and regulations, making applicability determinations when needed;
- Prepare and conduct public presentations and public outreach campaigns;
- Develop and implement competitive grant programs;
- Prepare and manage service contracts.

## Locale

Yakima County is located in south central Washington near the eastern slopes of the Cascade Mountains in a major agricultural and outdoor recreation region. It is situated in the fertile Yakima Valley, known for its wineries and apple orchards. The geography varies from densely timbered, mountainous terrain in the west, rolling foothills, broad valleys, and arid regions to the east and fertile valleys in its central and southern parts. It is centrally located between the cities of Seattle, Spokane, and Portland. The Yakima Valley is a wonderful place to live, work and play.



## Yakima Regional Clean Air Agency Benefits

Yakima Regional Clean Air Agency offers its Executive Director position a full comprehensive salary and benefits package which include:

- No cost insurance (medical, dental, vision, prescription) for employee
- Paid annual leave, sick leave and paid personal holidays
- 10 paid holidays
- WA State Department of Retirement Systems retirement and pension program funded by employer and employee for retirement
- Deferred Compensation options funded by employee for retirement
- Reimbursed tuition, education, and training options
- Starting salary for the position is \$98,000 depending on qualifications

### The Application and Selection Process

*Position is open until filled.*

**First Applicant Screening: February 28, 2022**

An online application process is required. For consideration, please submit all the following documents combined into one document to: [human.resources@co.yakima.wa.us](mailto:human.resources@co.yakima.wa.us)

- Employment Application
- Cover Letter & Resume
- Completed Applicant Questionnaire
- At Least three (3) Professional References

For questions please call (509) 574-2210

### YRCAA Notice of Non-Discrimination

The Yakima Regional Clean Air Agency (YRCAA) does not discriminate on the base of race, color, national origin, disability, age, or sex in administration of its programs or activities, and the YRCAA does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in or opposed actions protected by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights (As prohibited under Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act 1973; the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972; and Section 13 of the Federal Water Pollution Control Act Amendments of 1972(hereinafter referred to collectively as the federal non-discrimination statues).

### YRCAA Notificación de No Discriminación

La Agencia Regional de Aire Limpio de Yakima (Yakima Regional Clean Air Agency: YRCAA) no discrimina por motivos de raza, color, nacionalidad, discapacidad, edad o sexo relación con la administración de sus programas o actividades. Asimismo, la YRCAA no intimida ni toma represalias en contra ninguna persona o grupo por haber ejercido sus derechos para participar en o por haberse opuesto a cualquier acción protegidas por 40 C.F.R., partes 5 y 7, ni a fin de interferir con tales derechos (tal como lo prohíbe el Título VI de la Ley de derechos civiles de 1964, según sus modificaciones; la Sección 504 de la Ley de rehabilitación de 1973; la Ley de discriminación por edad de 1975; el Título IX de las enmiendas de a la Ley de educación de 1972; y la Sección 13 de las enmiendas a la Ley federal de control de la contaminación del agua de 1972 (en conjunto, las leyes federales en contra de la discriminación).